

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF NOVEMBER 25 – 29, 2013

MONDAY, NOVEMBER 25, 2013

- | | | |
|----------|--|--|
| *8:30 am | Community Options Program Planning Committee | Board Rm B, Sophie Beaumont
111 N. Jefferson Street |
| *6:00 pm | Land Conservation Subcommittee | Room 161, UW Extension
1150 Bellevue Street |
| *6:15 pm | Planning, Development & Transportation Committee | Room 161, UW Extension
1150 Bellevue Street |

TUESDAY, NOVEMBER 26, 2013

- | | | |
|----------|--------------------------|---|
| *6:00 pm | Human Services Committee | Room 200, Northern Building
305 E. Walnut Street |
|----------|--------------------------|---|

WEDNESDAY, NOVEMBER 27, 2013

(No Meetings)

THURSDAY, NOVEMBER 28, 2013



FRIDAY, NOVEMBER 29, 2013

(No Meetings)

COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE MEETING

Monday, November 25, 2013 – 8:30 a.m. - Sophie Beaumont Building - 111 North Jefferson Street,
Green Bay, Wisconsin – Board Room B

1. Meeting called to order
2. Roll call
3. Modification/approval of agenda
- * 4. Modification/approval of minutes of September 30, 2013
5. Updates
- *
 - A. Family Care update
 - B. COP update
 - C. CIP update
6. **Closed session**--Pursuant to 19.85(l)(f) considering financial, social and/or personal history of specific persons, which if discussed in public would be likely to have a substantial adverse effect on the reputation of the persons referred to—
- * 7. CBRF variance requests (three requiring individual vote)
8. Any other business authorized by law

* Indicates materials are included in packet mailing

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LAND CONSERVATION SUBCOMMITTEE

Norbert Dantinne, Jr., Chair
Dave Kaster, Vice Chair
Bernie Erickson, Dave Landwehr, Tom Sieber, Norb Vande Hei

LAND CONSERVATION SUBCOMMITTEE

Monday, November 25, 2013

6:00 p.m. (PD&T to Follow)

Room 161, UW Extension

1150 Bellevue Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/modify minutes of Land Conservation Subcommittee of October 28, 2013.
- IV. Discussion regarding December Land Conservation Subcommittee meeting.

Comments from the Public

1. Budget Status Financial Report for September 30, 2013.
2. Presentation by John Kennedy of NEW Water regarding "Dead Zones in Green Bay"
3. Director's Report.
4. Such other matters as authorized by law.
5. Adjourn.

Norb Dantinne, Jr., Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair
Dave Kaster, Vice Chair
Dave Landwehr, Norbert Dantine, Tom Sieber

**PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE**
Monday, November 25, 2013
Approx. 6:15 p.m. (To follow Land Con Mtg)
Room 161, UW Extension
1150 Bellevue Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEMS LISTED ON THE AGENDA

- I. Call Meeting to Order.
 - II. Approve/Modify Agenda.
 - III. Approve/Modify Minutes of October 28, 2013.
 - IV. Discussion regarding December Planning, Development & Transportation meeting.
1. Review minutes of:
 - a. Harbor Commission (August 6, 2013).
 - b. Planning Commission Board of Directors (October 2, 2013).
 - c. Planning Commission Board of Directors Transportation Subcommittee (September 16, 2013 and October 21, 2013).
 - d. Solid Waste Board (September 16, 2013).

Comments from the Public

Communications

2. Communication from Supervisor Buckley re: After the recent LAX shooting, review the active shooter training and protocol for the airport security guards. As well as the Sheriff's Dept. officers and other local agencies responding. *Referred from November County Board.*
3. Communication from Supervisor Moynihan re: Appeal on behalf of Mr. Ricky Lemmen – Addition to Residential Property located at 2352 Dorn Drive.
4. Communication from Supervisor Moynihan re: \$20,000 allocation in 2014 Annual Brown County Budget – Ms. Lynn Austin/Wise Women Gathering Place (Fiscal Agent).
5. Communication from Supervisor Erickson re: Clarity of terms and reporting methods of funds to Ms. Austin. Example: Provide quarterly with receipts presented to March, June, September, and December PD&T.

Airport

6. Jet Air Pollution Liability Coverage.
7. Contract Extension.
8. Budget Status Financial Report for October, 2013.
9. Director's Report.

Port and Resource Recovery

10. Budget Adjustment Request (13-114) Category 5: Increase in expenses with offsetting increase in revenue.

Register of Deeds

11. Budget Status Financial Report for October, 2013.
12. Ordinance Amending Section 3.27 of the Brown County Code Entitled "Register of Deeds Documentation Reception Time Cut-Off".

UW-Extension

13. Budget Adjustment Request (13-104) Category 5: Increase in expenses with offsetting increase in revenue.
14. Budget Adjustment Request (13-115) Category 5: Increase in expenses with offsetting increase in revenue.
15. Director's Report.

Planning and Land Services

16. Update regarding development of the Brown County Farm Property – standing item.
17. **Planning Commission** - Budget Status Financial Report for October, 2013.
18. **Property Listing** – Budget Status Financial Report for October, 2013.
19. **Zoning** – Budget Status Financial Report for October, 2013.

Public Works

20. Summary of Operations.
21. Update from staff re: inventory of existing space, costs of moving, and comparable properties on the market to house the Brown County Health Department. *Referred from September PD&T.*
22. Director's Report.

Other

23. Audit of bills.
24. Such other matters as authorized by law.

Bernie Erickson, Chair

Attachments

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HUMAN SERVICES COMMITTEE

Patrick Evans, Chair
Dan Robinson, Vice Chair
Brad Hopp, Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE

Tuesday, November 26, 2013

6:00 p.m.

Room 200, Northern Building

305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of October 23, 2013.
- IV. Discussion regarding December meeting date (regular meeting falls on Christmas).

Comments from the Public

Report from Human Services Chair, Patrick Evans

1. **Review Minutes of:**
 - a. Aging & Disability Resource Center of Brown County Board Meeting (October 24, 2013).
 - b. Aging & Disability Resource Center of Brown County Nominating & Human Resources Meeting (October 24, 2013).
 - c. Children With Disabilities Education Board (October 22, 2013)
 - d. Veterans Recognition Subcommittee (October 15, 2013).

Communications

2. Communication from Supervisor Hoyer re: Staff provide comprehensive statistics about the use of County funds used to prevent and mitigate homelessness in Brown County – focusing on the dollars spent on Brown County citizens vs. individuals from outside of our community. Put these data into a presentation to be given to the entire board. *Referred from November County Board.*

Health Department

3. Budget Adjustment (13-113): Reallocation between budget classifications other than 2b or 3b adjustments.
4. Director's Report.

Human Services Department

5. Resolution re: On helping families move from homelessness to self-sufficiency. *Referred from November County Board.*
6. Resolution re: Reclassification of Position Certified Nursing Assistant Human Services – Community Treatment Center.
7. Executive Director's Report.
8. Financial Report for Community Treatment Center and Community Programs.
9. Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child Abuse/Neglect Report.
 - d. Monthly Contract Update.
10. Request for New Non-Continuous Vendor.
11. Request for New Vendor Contract.

Aging & Disability Resource Center – No agenda items.

Syble Hopp School – No agenda items.

Veterans Services – No agenda items.

Other






12. Audit of bills.
13. Such other Matters as Authorized by Law.

Patrick Evans, Chair

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NOVEMBER 2013








SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 	5	6 Board of Sup Budget Mtg 9:00 am	7	8	9
10 	11	12	13 Special Board of Sup Grievance Hearing	14	15	16
17 	18	19 Vets Recognition Subcommittee 5:00 pm	20	21	22	23
24 	25 Land Con 6 pm Plan Dev & Trans 6:15 pm	26 Human Svc 6:00 pm	27	28  County Board Office Closed	29 County Board Office Closed	30



DECEMBER 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Public Safety 5:30 pm	5 Ed & Rec 5:30pm	6	7
8 	9 Executive Cmte 5:30 pm	10	11	12	13	14
15 	16	17 Vets Recognition Subcommittee 5:00 pm	18 Board of Supervisors 7:00 pm	19 Special Board of Sup Grievance Hearing	20	21
22 	23 Land Con 6 pm Plan Dev & Trans 6:30 pm	24 County Board Office Closed	25  County Board Office Closed	26 Admin 5:00 pm <i>Tentative</i>	27	28
29 	30	31 County Board Office Closed				

BROWN COUNTY COMMITTEE MINUTES

- ❖ NWTC Board of Trustees (October 9, 2013)
- ❖ NWTC Board of Trustees (November 1, 2013)
- ❖ Planning Commission – Transportation Subcommittee (October 21, 2013)
- ❖ Planning Commission – Transportation Subcommittee (November 16, 2013 – DRAFT)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

Wednesday, October 9, 2013
12:00 p.m.

NWTC-Green Bay Campus
2740 West Mason Street, Green Bay, Wisconsin 54303

Board Chairperson Villarruel called the October 9, 2013 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time.

Present: Laurie Davidson, Phyllis Habeck, Carla Hedtke, Ying LaCourt, David Mayer, Jeff Rickaby,
Kim Shanock, Ben Villarruel, Gerald Worrick

Also Present: Jeff Rafn, Mary Jo Tilot, Jim Blumreich, Sandy Ryczkowski, Pamela Phillips, Linda Hartford,
Clark Wagner, Lori Suddick, Karen Smits, Jennifer Canavera, Jessica Schmechel, Annelise
Sieving, Myke Schmit, Kelly Ball Stahl

Guests

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invited public comment. No one came forward at this time.

Reports

Student Senate Update

Annelise Sieving, Student Senate President, updated the Board as follows:

- 1,380 students participated in Welcome Days prior to the start of the semester.
- The Game Room, now called "The Den", has been remodeled. Students can now use the games free by presenting their student IDs.
- The College added furniture to the patio between SC and BI for additional staff and student outside seating.

Board Governance

Board Retreat Draft Agenda

The Board reviewed the draft agenda for the November 1, 2013 Board Retreat.

- Add Executive Session to the end of the meeting for one hour.
- ELT members can participate in the Retreat.

Dave Mayer moved that the Board Retreat agenda be approved as amended.

Motion seconded by Phyllis Habeck.

Motion carried, with all voting "Aye" on voice vote.

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of September 1-30, 2013 \$4,217,959.33

Detailed copies of the current disbursements for fiscal year 2014 for the month of September were forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills were available in the District Office for review by any interested person.

Laurie Davidson moved that Board approval be given for the September 2013 bills as presented.

Motion seconded by Jeff Rickaby.

Motion carried, with all voting "Aye" on roll call.

Annual Report of Purchases over \$50,000 (for FY13)

Annually, as required by Administrative Rule TCS 6.05(2) (h), district staff shall prepare a review of all procurements of similar goods, supplies, or services to determine if a more competitive process should be used in succeeding years. A report of procurements with transaction detail by vendor is sufficient to comply with this requirement.

Board Exhibit 1 was a listing of purchases made in FY13 with suppliers that were at \$50,000 and more, but did not receive formal bidding attention (i.e.: not purchased from public agency contracts, etc.). The report did not list purchases such as utilities, memberships/dues, employment hirings, financial/insurance/investments services or fees, enterprise accounts, travel, or fees paid to other public agencies. Purchasing comments relating to the FY13 purchasing review were included in the attached exhibit.

Laurie Davidson moved that the Board approve the Annual Report of purchases \$50,000 and more for FY 2013 as presented in Board Exhibit 1.

Motion seconded by Ying LaCourt.

Motion carried, with all voting "Aye" on roll call.

Resolution Authorizing Temporary Borrowing in an Amount Not to Exceed \$3,000,000; and Issuance of Taxable Tax and Revenue Anticipation Promissory Notes

In accordance with Section 67.12(8) (m), Wisconsin Statutes, the Board may approve the issuance of taxable tax and revenue anticipation promissory notes in the event the College is temporarily in need of funds to meet the immediate expenses of operating and maintaining the district and in anticipation of state aids, tuition revenues, taxes levied and other monies to be received.

The District uses internal funds as resource when required to supplement its available cash. However, as an additional measure during periods of reduced cash flows, the College may be required to borrow from an external source(s). The attached resolution, Board Exhibit 2, was prepared by Bond Counsel authorizing the temporary borrowing.

Jeff Rickaby moved that the Board adopt the resolution authorizing temporary borrowing in an amount not to exceed \$3,000,000; and issuance of taxable tax and revenue anticipation promissory notes.

Motion seconded by Laurie Davidson.

- This action would give the President and CFO the authority to do short-term borrowing to make sure cash flow was maintained. Expected length of borrowing would be three to four weeks.
- This could reoccur in future years as tax levy revenue does not come in to College in July, but comes in to the College between November and January.

Motion carried, with all voting "Aye" on roll call.

Tax Levy

Wisconsin Statutes require the certification of the tax levy by the District Board in October upon receipt of the certified district equalized valuation from the State Department of Revenue. District valuations for January 1, 2013 are expected to become available subsequent to the Board meeting. When available, reports detailing the valuation of the district and a summary of the total amount to be billed will be prepared and shared with the board. Included was the resolution related to certifying the tax levy for FY 2014 (Board Exhibit 3).

A mill rate and tax levy was proposed at the public hearing on the FY 2014 budget on May 8, 2013 and adopted by the Board at its regular Board meeting on May 8, 2013 (Board Exhibit 4). New construction valuation increased more than projected in May. This allows the College to increase the FY14 operating levy over the FY13 levy by \$432,680 versus the \$300,000 originally proposed in May.

Laurie Davidson moved that the Board approve the levy amount of \$59,332,127 and adopt the resolution related to certifying the tax levy for FY 2014.

Motion seconded by Gerald Worrick.

Motion carried, with all voting "Aye" on roll call.

State of Wisconsin Code of Ethics Designation

The State of Wisconsin Ethics Board requires the designation of certain public officials and employees on an annual basis. The following resolution was presented to the Board for approval:

"RESOLVED, that for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, sec. 19.41 through 19.59, Stats, the Northeast Wisconsin Technical College District Board designates the following positions president, vice-presidents, and directors, and that those positions and their successors to those positions are state public officials to whom Wisconsin's Ethics Code applies: H. Jeffrey Rafn, President; Lori Suddick, Vice-President for Learning; Pamela Phillips, Vice-President, Student Services; Karen Smits, Vice-President of College Advancement; Sandy Ryczkowski, Vice-President for Human Resources; and Jim Blumreich, Chief Financial Officer".

Laurie Davidson moved that the Board adopt the State of Wisconsin Code of Ethics Designation resolution as presented.

Motion seconded by David Mayer.

Motion carried, with all voting "Aye" on roll call.

Consent Items (Voice Vote)

Minutes

The minutes of the September 11, 2013 Board meeting were sent to Board members prior to the October Board meeting. It was recommended that Board approval be given for the September 11, 2013 Board meeting minutes as presented.

New Hire- Faculty

Peter Prast, Energy Systems Technology Instructor/ Coordinator - Peter Prast was the Selection Committee's top choice for the Energy Systems Technology Instructor/ Coordinator position. Mr. Prast holds a Masters in Business from the University of Wisconsin Oshkosh, a Bachelor of Science in Electrical Engineering Technology from Milwaukee School of Engineering, and an Associate Degree Electronics Technology from Fox Valley Technical College. He is a State of Wisconsin Registered Professional Engineer.

Since 2011 Mr. Prast has been a Director, Construction/Operations at Energis High Voltage Resources. Prior to that Mr. Prast was a Vice President Operations/Alliance Accounts Manager at Great Lakes Line builders from 2007-2011. From 2002-2007 Mr. Prast was a Team Leader /Major Projects Manager for American Transmission Company, LLC.

Placement for this position would be at salary grade C, \$73,938 for a 175-day obligation.

It was recommended the board approve the above appointment

Resignation- Faculty

With regret, the College accepted the following resignation notices:

- A. James (Tim) Sheehan, Paramedic Instructor, who has been with the College since October 4, 2004, has announced his resignation effective December 2013.
- B. Jeanne McClennon-Leong, Nursing Instructor, who has been with the College since January 6, 2003, has announced her resignation effective October 2013.

It was recommended that the Board accept the resignations as noted above.

Center for Business & Industry (Contracts for Service)

Under the provisions of State Statutes 38.14 (3) and State Administrative Code WTCS 8, the District Board may enter into contracts to provide instructional or non-instructional services to public institutions, local governmental bodies, private institutions, industries, and businesses. District Board policy E240 delegates the authority to

initiate a contract to the President, with the proviso that the contract is subject to retroactive approval by the Board. A report of fiscal year 2014 contracts pending Board approval was attached as Board Exhibit 5.

This report includes not only the in-district contracts but also the out-of-district and the out-of-state contracts. State Board Contract for Service Policy requires that the District Board receive a report at least quarterly on contracts entered into for which less than full cost is being charged. We have elected to provide the Board with this report on a monthly basis. This report uses a state formula in which the state annually calculates a percentage for indirect expenses (33.48% for on-campus and 27.27% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. The hourly rate of \$167.00 per hour along with the ability to project price was recommended by the department and approved by the Board. The intent is to recover the direct and indirect costs of delivering the services. Copies of the contracts were available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 5.

Dave Mayer moved that the Board approve the consent agenda items as follows: the September 11, 2013 Board meeting minutes; the appointment of Peter Prast, Energy Systems Technology Instructor/ Coordinator; the resignation notices of James (Tim) Sheehan, Paramedic Instructor, and Jeanne McClennon-Leong, Nursing Instructor; and, the contracts for services identified in Board Exhibit 5.

Motion seconded by Gerald Worrick.

Motion carried, with all voting "Aye" on voice vote.

Carla Hedtke entered the meeting at this time (12:45 p.m.)

Reports

Policy Discussion – Setting Metric & Strategic Goal: Pre-College Preparation

The Board discussed the goals to be achieved relative to the strategic direction of Pre-College Preparation and accompanying metrics.

- How can we as a Board/College hold itself responsible for making sure high school students are prepared for College, something we have no control over?
- What are we building into the decision-making process for students?
- Need to engage the students at a young age so that they are familiar with what is available for career options. Getting materials to students earlier on the college system and the process to enter into College is a great marketing tool and should be expanded.
- Draw the direct line between giving the schools these numbers and the number of students working in their area.
- Are those entering the College's developmental reading, writing, or math courses the same student in all three courses or a variety of students?

Additional or Edited Goals:

In partnership with the K12 system we will reduce by half those students that are unprepared for rigorous college-level work within three years of graduation from high school.

President's Report

Enrollment Activity –

- Budgeted goal is -3.5% FTEs, and the College is at a -5% decrease over last year in FTE.
- Unduplicated headcount is down 4.6%, probably due to some of the Aid Code 60 courses that were eliminated.

Legislative Issues (state & federal) –

- As part of Governor's "Working for Wisconsin" initiative, the Governor is proposing the development of technical education/higher education scholarships whereby he will create a program where high school senior students could receive a tuition grant. The number of eligible seniors at each high school would be based on school size. Recipients would be required to maintain a 3.0 GPA while in college and would be eligible for scholarships for up to three years. The program provides scholarships of \$2,250 per academic year, which would include \$1,125 funded by HEAB through a new state appropriation, plus a required match of \$1,125 from institutional (college) funds, gifts or grants. Grants would begin with 2015 high school graduates who enroll in college in 2015-16. It is estimated that it would cost the WTC system \$1 million the first year and \$3 million a year once it is fully implemented. NWTC's cost would be approximately \$300,000.
- There is a bill that may be introduced – being circulated privately. The perception is that it would have the college set the levy, and once that is set the legislature would give us \$12 million to be distributed among the 16 colleges, and then the college would reduce their tax levy by the portion of the \$12 million they receive. The money is a one-time funding, but reducing the levy would be an on-going occurrence.
- Gary Bies bill has a hearing scheduled for tomorrow. Letters were sent on NWTC's behalf in opposition of this bill.

Current Events –

- The College hosted the Governor on Monday for Manufacturing Month. Toured the Tech Hall and met with staff and students.
- On October 15 Morna Foy will be at NWTC meeting with manufacturers, touring, and then there will be an event – 9:00 a.m. – 11:00 p.m. followed by a tour at Robinson Metal in Green Bay.
- Final candidates for the Marinette Dean position participated in a community forum yesterday and individual interviews with the President. Joe Draves will be providing direction and support to the campus until a new Dean is on board.
- Kelly Ball Stahl reported that NWTC was one of 39 colleges and universities nationwide to be awarded a Title III Strengthening Institutions Program (SIP) grant from the Department of Education. NWTC will receive \$2.2 million for *My Destination: Graduation*, a five-year initiative that improves the college academically, institutionally, and fiscally.
- All 16 of the Wisconsin Technical Colleges collaborated on an application and received an award for the third round of the TAACCCT (Trade Adjustment Assistance Community College and Career Training) program from the Department of Labor. Northcentral Technical College (Wausau) will be the lead fiscal agent of the \$23 million grant, and NWTC will receive approximately \$1 million of the funding to expand current IT course offerings, increase the number of touch points to improve persistence and retention, and offer more internship opportunities.
- The College will be moving forward on the rezoning of our College property, and will conduct a meeting with the NWTC neighbors on October 29.

No Action

Foundation Report

Board Exhibit 6 was a copy of the contributions received and scholarships paid by the NWTC Educational Foundation during the month August 2013. No action was required on these documents.

Other Business

- Carla Hedtke and Ying LaCourt attended the ACCT Leadership congress in Seattle, Washington on October 2-4.
- One of the takeaways from that conference was that all higher education institutions carry a huge burden of educating the community with the heaviest burden being borne by the community colleges – Bill Gates presented at this conference.
- Discussion was held on the 400 leaders who will be leaving the education system in the next five years due to retirements.

Adjournment

Laurie Davidson moved to adjourn the October 9, 2013 Board meeting (3:10 p.m.).

Motion seconded by Ying LaCourt.

Motion carried, with all voting “Aye” on roll call.


Phyllis J. Habeek, Board Secretary


Date

NWTC Board of Trustees Retreat

Minutes

November 1, 2013

9:00 a.m.

NWTC-Green Bay Campus, Room CC218
2740 West Mason Street, Green Bay, Wisconsin

Chairman Ben Villarruel called the Board Retreat to order and ask that roll call be taken.

PRESENT: Laurie Davidson, Phyllis Habeck, Carla Hedtke, Ying LaCourt, David Mayer, Jeff Rickaby, Kim Shanock, Ben Villarruel, Gerald Worrick

Also Present: Jeff Rafn, Mary Jo Tilot, Pamela Phillips, Jim Blumreich, Linda Hartford, Lori Suddick, Karen Smits, Sandy Ryczkowski, Attorneys Bob Burn and Joe Heino, Valarie Wunderlich, Lisa Maas

Affirm Future 2018 Statement of Strategic Directions

Dave Mayer moved that the Board affirm the College's Future 2018 Statement of Strategic Directions.

Motion seconded by Jeff Rickaby.

Motion carried, with all voting "Aye" on voice vote.

The Future 2018 Statement of Strategic Directions established a goal that by 2018 the college would generate \$1,000,000 a year in revenue in ways other than through tuition or contract training. What are the policy implications that need to be explored?

Attorneys Bob Burns and Joe Heino, Davis & Kuelthau, presented to the Board on Intellectual Property.

- NWTC has a standard operating procedure that indicates that if someone works for NWTC and creates a product for the College, the College owns that product.
- Does the Board/College want to incent or reward a staff person who creates a product for the College which then generates a revenue stream?
- If students do the work to develop the training units as part of the learning, would the College be obligated to pay them a wage for that work?
- Colleges freely share with each other (curriculum, use of units, etc.). When we go into a situation where we want to share our rights, should we continue this type of sharing?

Gerald Worrick entered the meeting at this time (10:41 a.m.).

- Every page of College website should have the copyright indicator on it.
- Questions down the road – If a revenue stream is created by items developed by the college and patented, where do we put the money, how do we decide who can use it, etc.?

What role does the Board see for the college in meeting the increasing need for technical/occupational education that takes longer than two years but less than four or is not available at the four-year higher education institutions?

Dr. Rafn led a discussion on the risk level that the College is willing to take on program development. A handout on new credentials for 2014-15 for consideration in the new development budget for FY 2015 was shared and reviewed with the Board.

- Dr. Rafn shared the College's risk tolerance for new program implementation in the next year. The new program development discussed was not included as a part of the assets versus debits information provided.
- The only way for the College to increase revenue is by increasing the number of students, increasing tuition which the College does not control, and increasing contracted training.
- This is the first year that the College is questioning its ability to start all the new programs that are in the program development pipeline.
- Want to take the risk on new programming, but also need to be cautious when making recommendations to the Board or decisions. College needs to remain nimble, make decisions, maneuver and be able to respond to changes quickly.

What should the College's 5-year objectives regarding NWTC's health benefits be?

Valarie Wunderlich presented information on the college's healthcare benefits and healthcare trends.

Ying LaCourt left the meeting at this time (1:26 p.m.).

- Major healthcare reform changes were reviewed for the next five years.
- Consumer education is most important. Reduce healthcare costs.

Jeff Rickaby left the meeting at this time (1:32 p.m.).

Executive Session

Laurie Davidson moved that the Board go into Executive Session under State Statute 19.85 (1) (c) (e) for the purpose of discussing the following item: Review of Prior Year Executive Leadership Team Performance.

Motion seconded by Carla Hedtke.

Motion carried, with all voting "Aye" on roll call.

David Mayer moved that the Board return to the regular order of business.

Motion seconded by Phyllis Habeck.


Motion carried, with all voting "Aye" on roll call.

Laurie Davidson moved that the November 1, 2013 Board Retreat be adjourned at this time (3:11 p.m.).

Motion seconded by Carla Hedtke.

Motion carried, with all voting "Aye" on voice vote.


Phyllis J. Habeck, Board Secretary


Date

MINUTES
BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS
TRANSPORTATION SUBCOMMITTEE
Monday, October 21, 2013
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL:

(Voting)

Jeff Agee-Aguayo	<u> </u>	Tom Klimek	<u> X </u>
Bill Balke (Vice-Chair)	<u> X </u>	Randy Loberger	<u> </u>
Craig Berndt	<u> X </u>	Doug Martin (Chair)	<u> X </u>
Geoff Farr	<u> X </u>	Tom Miller	<u> </u>
Mike Finn	<u> </u>	Rebecca Nyberg	<u> X </u>
Paul Fontecchio	<u> Exc </u>	Eric Rakers	<u> X </u>
Steve Grenier	<u> </u>	Derek Weyer	<u> X </u>
Ed Kazik	<u> X </u>	Tom Wittig	<u> Exc </u>

(Non-voting)

Alexis Kuklenski (FHWA – Madison)	<u> Exc </u>
Susan Morrison (WisDOT – Madison)	<u> Exc </u>
Chris Bertch (FTA Region 5)	<u> </u>

Others Present: Chris Chritton, Lisa J. Conard, and Cole Runge.

ORDER OF BUSINESS:

D. Martin opened the meeting at 10:00 a.m.

1. Approval of the September 16, 2013, Transportation Subcommittee meeting minutes.

A motion was made by G. Farr, seconded by E. Rakers, to approve the September 16, 2013, Transportation Subcommittee meeting minutes. Motion carried.

2. Recommendation to the BCPC Board of Directors regarding modifications to the MPO's Public Participation Process document.

C. Runge stated that the document is reviewed annually. A public comment period was held and no comments were received. Minor changes have been made to reflect the new federal transportation law, MAP-21. In addition, staff has removed the language regarding public visioning sessions (page #6) as this method of public involvement produces very few results for regional planning efforts.

D. Weyer stated that A. Kuklenski from FHWA plans on submitting comments.

C. Runge stated that he has spoken with A. Kuklenski and she would like the language that describes the public participation efforts near the beginning of the document to be included under each plan task as appropriate. C. Runge stated that he would revise the document to reflect the request.

B. Balke asked what participation efforts yield the best results.

C. Runge stated that topics with a smaller geographical area tend to attract greater participation while larger area issues tend to attract less participation. Neighborhood-level meetings appear to be the most effective.

A motion was made by T. Klimek, seconded by C. Berndt, to recommend approval of the MPO's Public Participation Process document to the BCPC Board of Directors. Motion carried.

3. Recommendation to the BCPC Board of Directors regarding the draft Congestion Management Process (CMP) for the Green Bay Metropolitan Planning Area.

C. Runge stated that at the previous Transportation Subcommittee meeting he presented proposed performance measures, performance targets, and data sources to be included in the CMP. The document before the subcommittee today is the full draft of the CMP.

D. Martin asked how often the measures relating to traffic congestion will be reviewed.

C. Runge referred to page #74 of the report. The performance measures will be reviewed annually, and data will be collected annually to measure progress toward reaching the CMP's performance targets.

E. Rakers asked about measuring delay per vehicle mile and if the MPO's intention to add one staff person beginning in 2014 is related to the substantial amount of data that must be collected for this and other CMP performance measures.

C. Runge stated that staff intends to collect data for this and other performance measures starting in 2014, and this data collection effort is one of the tasks that the new MPO planner will perform.

E. Rakers asked about traffic modeling.

C. Runge stated that the regional traffic model is maintained by WisDOT with assistance from MPO staff.

E. Rakers asked about how it is possible to increase bicycle accommodations by 20% by 2020.

C. Runge referred to page #52 of the report for bicycle accommodation strategies. In addition, the MPO is responsible for the distribution of STP-Urban funds and Transportation Alternatives Program (TAP) funds.

Staff can also use WisDOT's Facilities Design Manual (FDM) and determine to what level (1 of 15 levels) the bicycle facility complete streets is being met (shown below for no on-street parking). The 15 treatments identified in the FDM are (in order of preference):

1 st	2' gutter, 5' bike lane, 11'-12' travel lane
2 nd	6' concrete bike lane with integral curb, 11'-12' travel lane
3 rd	1' gutter, 5' bike lane, 11'-12' travel lane
4 th	2' gutter, 4' bike lane, 11'-12' travel lane
5 th	1' gutter, 4' bike lane, 11'-12' travel lane
6 th	5' concrete bike lane with integral curb, 11'-12' travel lane
7 th	2' gutter, 4' urban paved shoulder, edgeline, 11'-12' travel lane
8 th	1' gutter, 4' urban paved shoulder, edgeline, 11'-12' travel lane
9 th	2' gutter, 3' urban paved shoulder, edgeline, 11'-12' travel lane
10 th	1' gutter, 3' urban paved shoulder, edgeline, 11'-12' travel lane
11 th	2' gutter and 15' wide outside lane
12 th	1' gutter and 15' wide outside lane
13 th	2' gutter and 14' wide outside lane
14 th	15' concrete integral curb/gutter (wide outside lane)
15 th	1' gutter and 14' wide outside lane

C. Runge stated that the Velp Avenue reconstruction project included wide curb lanes because right-of-way was constrained and there was not enough space for higher-end bicycle facilities

such as striped bicycle lanes. However, on a street like CTH GV, the physical, environmental, and other constraints that would limit right-of-way do not exist, so the FDM expectation would be that higher-end bicycle facilities (such as striped bicycle lanes) should be installed as part of the street's reconstruction project.

C. Runge stated that staff will likely recommend that the criteria for ranking STP-U projects be slightly modified to encourage project applicants to include higher-end bicycle facilities in their projects when these facilities can be accommodated.

E. Rakers explained that WisDOT has identified several design alternatives for the Main Avenue reconstruction project in De Pere. One of the alternatives includes converting the existing grade-separated rail crossing to an at-grade rail crossing. The traffic delays that would result from an at-grade crossing would conflict with the CMP's primary purpose, which is to reduce congestion on the area's transportation system.

A motion was made by E. Rakers, seconded by G. Farr, to recommend approval of the draft Congestion Management Process (CMP) for the Green Bay Metropolitan Planning Area to the BCPC Board of Directors. Motion carried.

4. Discussion of the interim project solicitation process for Surface Transportation Program (STP) funds.

L. Conard stated she provided a notice (via email) to the Transportation Subcommittee members and area urban jurisdictions on September 25 regarding an STP-Urban eligible project solicitation.

L. Conard stated that MPO staff received notice from WisDOT that the STP-U allocation is significantly higher than previous levels. The annual allocation is now set at **\$3,528,746**. Recent annual allocations ranged from \$1,200,000-\$1,400,000. This increase is partially due to the fact that the Green Bay Urbanized Area population exceeded 200,000 people in 2010 and has reached Transportation Management Area (TMA) status.

L. Conard provided a summary of approved STP-U funded projects through 2016:

2013/2014

Humboldt Road – Bascom Way to Spartan Rd. (rescheduled to 2016)

Pilgrim Way – Ashland Ave. to Holmgren Way (rescheduled to 2016)

2015/2016

Mather Street – Vroman St. to Roy Ave.

Gray Street – Dousman St. to Velp

Greene Avenue – Libal St. to East River Dr.

Allard Street – Grant St. to Reid St.

The Federal Highway Administration (FHWA) has determined that \$17,643,730 in STP-U funds is available between 2014 and 2018. The Brown County Planning Commission (MPO Policy Board) has already allocated \$6,209,760 of this amount to the aforementioned projects, leaving a balance of \$11,433,970.

L. Conard noted that project applications are due to MPO staff on October 25. Many applications have been received to date.

C. Runge noted that the results of staff's project ranking will be submitted to the Transportation Subcommittee, and the Transportation Subcommittee will meet in November to recommend the approval of a program of projects to the Brown County Planning Commission Board of Directors.

L. Conard stated that staff will present the project rankings to the Brown County Planning Commission Board of Directors in December and invited all applicants to attend. The meeting will be held on:

**Wednesday, December 4, 2013
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
6:30 p.m.**

5. Discussion of WisDOT's Northeast Region Transportation Demand Model and the model's role in the development of the MPO's 2045 Long-Range Transportation Plan.

Chris Chritton, WisDOT, provided a presentation via PowerPoint.

Traffic models are generally used to identify future roadway capacity deficiencies and/or to help predict the impact of a planned facility on the road system.

A base year (2010) traffic model has been developed and compared to actual traffic counts. Once the 2010 model and traffic count comparison process is validated, the model, with appropriate data input, will allow staff to identify possible traffic problem areas in the future (target year: 2045). This information will assist staff in development of long-range plans and programs.

Detailed information regarding base and future socioeconomic data needed for the model was discussed by C. Chritton. Technical processes used in the development of the base and future models were also explained. In addition, C. Chritton mentioned that the model will be used to test the transportation system impacts associated with various development scenarios.

C. Runge stated that the 2045 model's primary development scenario reflects the land use plans that have been adopted by the communities in the MPO area. The socioeconomic and other data used to develop the 2045 model are also based on the communities' plans.

R. Nyberg asked if the model addressed transit.

C. Chritton stated that the model includes a component that estimates the traffic reduction impact of people shifting from personal vehicles to transit.

R. Nyberg asked if the model takes into account the trend that people are taking fewer automobile trips than in the past.

C. Chritton stated that the trend may be too recent to notice in the model.

C. Chritton stated that the 2010 model has been validated and that WisDOT intends to have the 2045 model run completed in the near future.

C. Runge thanked C. Chritton for attending the meeting and making his presentation.

6. Any other matters.

The next meeting of the Transportation Subcommittee will be held on:

**Monday, November 18, 2013
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.**

7. Adjourn.

A motion was made by E. Kazik, seconded by G. Farr, to adjourn. Motion carried.

The meeting was closed at 10:58 a.m.

(DRAFT) MINUTES
BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS
TRANSPORTATION SUBCOMMITTEE
Monday, November 18, 2013
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL:

(Voting)

Jeff Agee-Aguayo		Tom Klimek	
Bill Balke (Vice-Chair)	<u>X</u>	Randy Loberger*	<u>X</u>
Craig Berndt	<u>X</u>	Doug Martin (Chair)	<u>X</u>
Geoff Farr	<u>X</u>	Tom Miller	
Mike Finn		Rebecca Nyberg	<u>X</u>
Paul Fontecchio	<u>X</u>	Eric Rakers	<u>X</u>
Steve Grenier	<u>X</u>	Derek Weyer	
Ed Kazik	<u>X</u>	Tom Wittig	<u>X</u>

(Non-voting)

Alexis Kuklenski (FHWA – Madison)	
Susan Morrison (WisDOT – Madison)	<u>X</u>
Chris Bertch (FTA Region 5)	

Others Present: Lisa J. Conard, *Todd Every for Randy Loberger, and Cole Runge.

D. Martin opened the meeting at 10:00 a.m.

ORDER OF BUSINESS:

1. Approval of the October 21, 2013, Transportation Subcommittee meeting minutes.

A motion was made by T. Every, seconded by S. Grenier, to approve the October 21, 2013, Transportation Subcommittee meeting minutes. Motion carried.

2. Recommendation to the BCPC Board of Directors regarding Major Amendment #1 to the 2014-2018 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard stated that WisDOT, in an effort to improve statewide program stability efforts, has established a new funding procedure replacing the two-year Surface Transportation Program-Urban (STP-U) cycle. WisDOT has identified \$17,643,730 in available STP-U funds through 2018 for the Green Bay Urbanized Area. This amount includes the previously approved 2013/2014 Humboldt Road and Pilgrim Way projects. The amount also includes the 2015/2016 Mather, Gray, Greene, and Allard projects. Therefore, the Brown County Planning Commission Board of Directors (MPO Policy Board) will need to identify and approve projects and assign the balance of **\$11,433,970** STP-U funds.

L. Conard stated that staff issued a request for STP-U qualifying projects in September of 2013. A total of 17 projects were received. L. Conard stated staff ranked them using the project prioritization procedure approved by the Brown County Planning Commission Board of Directors. The following is a list of projects and staff recommendations for funding:

Route	Location	Jurisdiction	Project Cost	Federal Funds Allowable/ Requested	Proposed Funding Level Amount	Percent
Webster Avenue	East River to Radisson St	Green Bay	\$6,137,500	\$4,910,000	\$4,910,000	80.0%
Cottage Road (CTH EA)	Willow Rd to STH 29	BC/Belleveue	\$2,695,000	\$2,156,000	\$2,156,000	80.0%
Vincent Road	Memorial Dr to N Taylor St	Howard	\$820,000	\$656,000	\$656,000	80.0%
Green Bay Metro	Green Bay Urbanized Area	----	\$1,200,000	\$960,000	\$960,000	80.0%
Ninth Street	Grant St to Main Av	De Pere	\$292,250	\$233,800	\$233,800	80.0%
Erie Street	O'Keefe Rd to Virginia Dr	De Pere	\$468,400	\$374,720	\$374,720	80.0%
Helena Street	Seventh St to Sixth St	De Pere	\$62,500	\$50,000	\$50,000	80.0%
Libal Street	Ridgeway Dr to Lebrun St	De Pere	\$87,830	\$70,264	\$70,264	80.0%
Cormier Road	Ashland Av to Oneida St	Ashwaubenon	\$2,875,000	\$2,300,000	\$2,023,186	70.4%

G. Farr stated that in the future he would like to see expanded footnotes for each table explaining how points are assigned.

S. Grenier asked about funding recommendations and program years.

L. Conard stated that the projects proposed can occur in the years 2015, 2016, 2017, or 2018. Funds for 2013 and 2014 have been obligated.

S. Grenier asked if it is possible to move the Webster Avenue project from 2015 to 2016.

L. Conard stated that this can be done and that she will change the date as requested.

R. Nyberg asked about the Pilgrim Way project (Ashland Avenue to Holmgren Way) and bicycle accommodations.

P. Fontecchio stated that he is working with the Village of Ashwaubenon staff and it may be possible to include a wide outside curb lane at the time of reconstruction.

L. Conard stated the portion of Pilgrim Way (Oneida Street to Cormier Road) that runs parallel to US 41 is STP-U eligible and has appeared in past TIPs. Fortunately, WisDOT is going to improve this street segment using non-STP-U funds as part of the overall US 41 project, and bicycle accommodations will be included in the project. This funding approach potentially preserves STP-Urban funds for other urban area projects.

A motion was made by P. Fontecchio, seconded by E. Kazik, to recommend to the Brown County Planning Commission Board of Directors the approval of *Amendment #1 to the 2014-2018 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* with the project and corresponding STP-U funding recommendations. Motion carried.

L. Conard stated that staff will present the Transportation Subcommittee's recommendation along with any public comments received during the public review and comment period to the Brown County Planning Commission Board of Directors at its meeting on December 4. In addition, the planning commission will be holding a public hearing prior to action on the amendment. The meeting/public hearing information is as follows:

**Brown County Planning Commission Board of Directors
Wednesday, December 4, 2013
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
6:30 p.m.**

3. Discussion of the Transportation Alternatives Program (TAP) application process.

C. Runge distributed a copy of the TAP schedule prepared by WisDOT.

C. Runge stated that the TAP pre-scoping applications are due at the WisDOT Northeast Region office on December 13. The applications should be sent to Glenn Landis. WisDOT staff will determine project eligibility. Pre-scoping applications for projects within Transportation Management Areas (TMAs), such as the Green Bay Urbanized Area, will be forwarded to MPO staff for review. Planning staff will evaluate the projects and make a recommendation for funding to the Transportation Subcommittee. The Transportation Subcommittee will review staff's recommendation and forward it or another recommendation to the Brown County Planning Commission for approval.

Since the Green Bay Urbanized Area is a designated TMA, a set-aside of TAP funds has been established. The Green Bay Urbanized Area will receive approximately \$300,000 per year for a two-year program period (a total of approximately \$600,000). C. Runge stated that there are program changes including the establishment of a minimum total infrastructure project cost of \$300,000.

It may be possible, but it is unlikely, that Green Bay Urbanized Area projects will be funded with statewide TAP funding.

B. Balke stated that there are less TAP funds than in the past when the TAP components were individual programs (Transportation Enhancements, Bicycle and Pedestrian Facilities Program, and Safe Routes to School).

C. Runge agreed. The three individual programs had a total of approximately \$13,000,000 per year available statewide. Under the TAP, there is approximately \$8,000,000 per year available statewide.

R. Nyberg asked if Milwaukee will absorb a lot of the statewide TAP funding through its set-aside.

C. Runge stated that Milwaukee will receive a relatively large direct allocation because it is a large TMA.

E. Rakars asked if entities can partner to develop infrastructure projects that exceed the program's minimum cost threshold.

P. Fontecchio agreed this is worth exploring.

C. Runge stated he would contact WisDOT to find out if this is allowable under the TAP program.

4. Any other matters.

P. Fontecchio distributed a handout that he developed entitled "*Revised STP Urban Project Rating Criteria*."

P. Fontecchio stated that he had not consulted with MPO staff regarding this proposal and that MPO staff is seeing the proposal for the first time at this meeting. He stated that he did not consult with MPO staff because he did not want it to appear that two county departments were attempting to influence the Subcommittee.

P. Fontecchio reviewed the existing criteria used to prioritize STP-Urban projects and stated that the criteria *Consistency with other Transportation Plans, Years in TIP, and Funding Availability Score* have the most influence on the ranking process.

P. Fontecchio discussed the criteria and point assignments associated with his proposal.

E. Rakers stated that at first glance it appears that P. Fontecchio's proposed criteria and point assignments favor county trunk highways over qualifying municipal streets and other eligible STP-U projects.

E. Rakers stated he would like time to review the proposal.

S. Grenier stated he would like MPO staff to prepare a summary of the current project prioritization process and the reasons why the current criteria were selected. This will allow the Transportation Subcommittee the opportunity to compare the existing criteria to P. Fontecchio's proposed criteria.

S. Grenier stated that any change in the existing prioritization process would need to be approved by the Brown County Planning Commission Board of Directors.

P. Fontecchio stated he would like a discussion of the project prioritization process to appear on the agenda of the next meeting of the Transportation Subcommittee.

E. Rakers stated that he would like this to appear as a discussion item on the next agenda, not as an action item.

C. Runge stated that staff will prepare the summary as requested by S. Grenier. C. Runge stated that the next meeting of the Transportation Subcommittee will likely occur in the spring of 2014 to coincide with the Subcommittee's recommendations for TAP funding approval.

5. Adjourn.

D. Martin closed the meeting at 10:34 a.m.